A/AC.172/1990/CRP.10
23 August 1990

ORIGINAL: ENGLISH

COMMITTEE ON CONFERENCES
Substantive session
Agenda item 2 (b)*

CALENDAR OF CONFERENCES AND MEETINGS: IMPROVED UTILIZATION OF CONFERENCE-SERVICING RESOURCES

Proposed revision to the methodology on conference-servicing resources

Note by the Secretariat

1. By paragraph 4 of its resolution 44/196 A of 21 December 1989, the General Assembly

> Requests the Committee on Conferences to review the methodology on conference-servicing utilization rates in order to provide, if possible, a more accurate assessment of the overall use of conference resources with a view to enabling United Nations bodies to make the optimum use of conference services and to facilitate, where necessary, continued rationalization of their meeting requirements.

2. In order to comply with the request from the General Assembly, the Secretariat is proposing the addition of a new element - entitled the "meeting ratio" - that represents the percentage of meetings actually held (including informal consultations with services and related regional group meetings) as compared to those originally planned.

3. At present, each committee provides to the Secretariat an indication of the number of meetings that it will require during its session. If that committee requests and receives additional meetings, they are included as meetings planned.

4. The proposed revision to the methodology would be that the number of meetings planned by a given organ in a scheduled session would not include any additional

---

* A/AC.172/132/Add.1.

meetings. Instead, the additional meetings would be included in the total number of meetings held. The meeting ratio would then be calculated as the number of meetings actually held, as a percentage of those originally planned.

5. Further, the current practice is to present reassignments as one number, that is related reassignments (i.e., as regional group meetings or working groups of the Committee) and unrelated reassignments (i.e., cases where services released via cancellations have been reassigned to other bodies wishing to meet).

6. The proposed revision would be to provide separate entries for each type of reassignment - related and unrelated.

7. If a committee requests and receives additional meetings during its session, the meeting ratio would be over 100 per cent; in a similar manner, if the committee cancels a certain number of planned meetings, its meeting ratio would be below 100 per cent. It is, therefore, anticipated that this element would be an indicator of the degree to which a committee has requested the actual number of meetings required during its session.

8. The current methodology, as amended by the Committee on Conferences at its 1989 substantive session, that assesses the total percentage of conference resources actually used including such things as time lost due to late starting and early ending would continue to be applied and presented in the existing format. This aspect of the utilization factor would be renamed "utilization percentage".

9. Therefore, the numerical label utilization factor would be composed of two distinct numbers: 1) the meeting ratio; and 2) the utilization percentage.

10. The column headings proposed, together with a definition of the data they would include, are presented below:

A Number of meetings planned by a given organ in a scheduled session (<u>not including any additional meetings</u>)

B Number of meetings actually held, including informal meetings with interpretation services and additional meetings

C Number of related reassignments (i.e. regional group meetings related to the body concerned)

D Number of unrelated reassignments (i.e., cases where services freed by cancellations were allocated to another group wishing to meet)

E Number of cancellations (A - (B + C + D))

F Total hours and minutes lost in the late starting and early ending of meetings (rounded to the nearest hour)

G Grand total of meetings not used (E + F)

H Total meetings lost expressed as a percentage of meetings planned (G as a percentage of A)

MR Meeting ratio (i.e., percentage of planned meetings which were actually used (B + C) as a percentage of A)

UP Utilization percentage (percentage of available conference resources actually used by the organ in question (100-H)%

UF Utilization factor, bi-level presentation of MR over UP

READEX FICHE